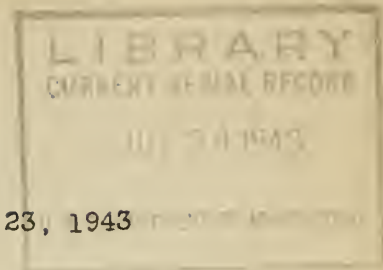


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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.



July 23, 1943

DIRECTOR'S MEMORANDUM NO. 8

Supplement 1

Approval of Requests for Authorization of Foreign Travel

For the duration of the war the Food Distribution Administration will undoubtedly be called upon with increasing frequency to participate in programs requiring a close working relationship with other countries of the United Nations. As a result, a number of our employees will probably receive assignments requiring travel outside the continental United States.

To protect the Administration from criticism regarding the purpose, necessity, extent, and cost of such travel it is essential that current and complete information regarding such travel be readily available at all times and that we have in FDA a central review of these requests to determine appropriations properly available for such travel. Therefore, all requests for authorizations for travel in foreign countries shall accompany the plans for carrying on activities outside the United States submitted to the Chief of the Personnel Division. It is required that the submission be made and the approval obtained prior to beginning any foreign travel. After the plans have been processed by the Personnel Division in accordance with Director's (Administrator's) Memorandum No. 8, the requests for authorizations for travel in foreign countries shall be routed to the Chief of the Budget Division, who will be responsible for securing the approval of such travel by the Office of Foreign Agricultural Relations and the Office of Budget and Finance.

Periodically, the Chief of the Budget Division will report to me through Major Ralph W. Olmstead, Deputy Director, on the status of outstanding foreign travel authorizations.

Roy F. Hendrickson
Director

INDEX ENTRY:

Administration, General: Personnel

Foreign Travel, Approval of Requests for Authorization of

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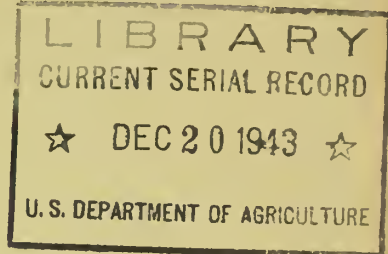
WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

August 2, 1943

DIRECTOR'S MEMORANDUM NO. 8

Supplement 2

Air Travel



Frequently in the performance of the functions of this Administration incidents may arise where it is necessary to resort to travel by air. When it is deemed that such travel is essential, the approval of Mr. S. R. Newell, Assistant Deputy Director, shall be obtained on Form AD-154 before making final plans for such travel when the reason is for any one of the following:

- (a) No other usual means of public transportation is available.
- (b) Emergency involving the saving of life or property.
- (c) Impracticable to utilize other usual means of public transportation for purposes of this travel.

Where no excess cost to the government will result or where the cost will be absorbed by the traveler, prior approval is not required.

In the case of regional officials, telegraphic approval may be obtained but shall be followed up with Form AD-154.

In Mr. Newell's absence, the justifications for air travel shall be approved for the Administration by Mr. F. J. Hughes, Chief of the Administrative Services Division. Detailed procedures outlining the preparation and submission of justifications for air travel will be issued subsequently by the Chief of the Administrative Services Division.

Roy F. Hendrickson
Director

INDEX ENTRY

Administration, General
Travel, Air

F-838

